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Chief, Finance Division

28 November 1956

Chief, Travel Section

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Travel Activity Report

1. Listed below is the weekly activity report of the Travel Section for the period 21 November 1956 - 27 November 1956:

	FOREIGN	DOMESTIC	TOTAL
Vouchers on hand COB 20 Nov. 1956	77	458	535
Received during period	128	289	417
Totals for Processing	205	747	952
Processed	151	336	487
Vouchers on hand COB 27 November 1956	54	411	465

2. The Travel Section has on hand 20 vouchers received prior 13 November 1956. (None before 5 Oct. 1956)

3. The Travel Section has forwarded to various carriers 13 Requests for Refund of unused transportation and processed payment from carriers for 5 Requests previously furnished.

4. The Travel Section processed 83 clearances during the above period.

5. The Travel Section prepared and sent to the field 3 dispatches.

6. The Travel Section has assigned to it 11 individuals and during the above period a total of 406 man hours were worked.

/s/

[Redacted Signature]

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CONCUR:

[Redacted Signature]

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Chief, Payroll and Travel Branch

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